

**SOUTH DAKOTA
DEPARTMENT OF
EDUCATION**

**CHILD AND ADULT
NUTRITION SERVICES**



**2006
Volume 3, Issue 2**

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CHILD NUTRITION PROGRAM CERTIFICATION INSTITUTE

2006 South Dakota Child Nutrition Program Certification Institute

The 42nd annual South Dakota Child Nutrition Program Certification Institute will be held June 18-23, 2006 in Sioux Falls at the Augustana College campus.

All tracks are 5-day courses and qualify for 30 continuing education credits from the School Nutrition Association (SNA).

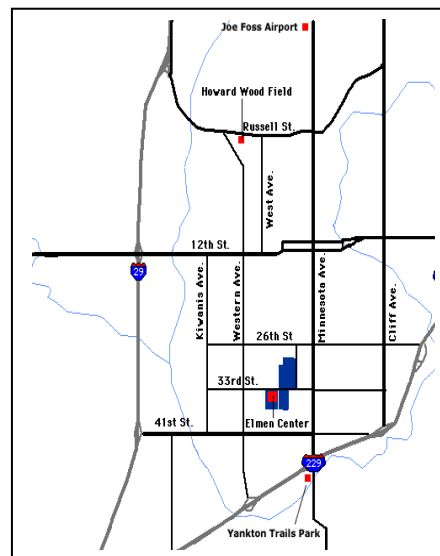
Cancellation Information -

The registration fee is fully refundable if cancellation is made before May 26, 2006. Cancellation must be through written notice via fax, mail, or email. For cancellations received after May 26, 2006 there will be a charge of \$40.00 per person. Cancellations received after June 9, 2006 and participants that fail to show up at on-site registration will forfeit the entire amount paid.

Road Construction in Sioux Falls

Summer isn't summer without road construction and this year it is coming to Certification Institute! We apologize for any inconvenience. We recommend allowing extra time since it may take a little longer to get to Augustana. We suggest that you take the 41st street exit and then try Kiwanas or another North/South Street to 22nd

Street to Grange. Several streets will be under construction including 33rd and 26th streets. There will be signs to direct you to Augustana. A larger version of the map below is included with this newsletter. Also, a link to the Sioux Falls Construction map and a Mapquest map are on our website at <http://doe.sd.gov/oess/cans/training/certinstitute/index.asp>. If you need further directions, please call the Commons desk at Augustana at (605)274-4413 and they can help you find your way to campus.



On-Site Registration -

Registration will be on Sunday, June 18th from 2:30pm to 5:00pm at the lounge in Morrison Commons - Key #4 on the included campus map. Registration will reopen on Monday, June 19th from 6:30am to 7:30am at the lounge in Morrison Commons.

Parking -

Parking is free in any campus parking lot. No permit is necessary. You may NOT park your vehicles in reserved or other restricted areas. Vehicles illegally parked in these restricted areas may be towed and you are responsible for the assessed fines. Due to construction on streets surrounding Augustana, some parking lots may be closed. However, there will be signs to help you find where to park and parking will be available near the dorms.

Supper & Orientation -

Supper will be served at 5:00pm in Morrison Commons upper level dining room on Sunday night. Orientation will begin immediately following the meal. It is expected that all participants attend orientation so that you are aware of the schedule and expectations for the week.

Meals -

It is important for all participants to attend the meal services during the Institute, as it is an important part of the overall educational process. You have the opportunity to try a variety of foods and pick up ideas for your own program. The meal service schedule for the week is as follows:

Breakfast: 6:30am-7:45am (M-F)

Lunch: 11:45am-12:45pm (M-TH)
12:45pm (F)

Supper: 4:45pm-5:45pm (M-W)
6:00pm (TH)

A banquet will be held Thursday evening at 6 pm, June 22nd, in honor of the Track 4 graduates. If

you have family or friends that you would like to attend the banquet, feel free to invite them. The cost for a guest meal at the banquet is \$12.00. Guest banquet tickets can be purchased at on-site registration. We will only accept checks or cash in exact amount.

Lodging -

Lodging will be in the dorms at Augustana College. All rooms are air-conditioned and non-smoking. If you are staying in the dormitory, you will be assigned one key for your room. If you lose your key, a \$10.00 fee for a replacement key will be charged to you. All rooms will have linens provided and will consist of 1 bath towel, 1 hand towel, 1 washcloth, soap, 2 sheets, 1 blanket, 1 pillowcase, and 1 pillow for the week. Bring additional linens if what is furnished is not sufficient. Bring your own alarm clock and radio if you wish.

Dorm check-in time is Sunday, June 18th from 2:30pm-10:00pm and check-out time is Friday, June 23rd from 7:00am-8:00am and 11:00am-1:00pm. Please register on-site prior to checking in at the dorms.

Classes -

Classes will begin promptly at 8:00am on Monday, June 19th and continue the same for each day. Classes are dismissed at 4:30pm Monday - Thursday. There are also classes on Tuesday evening from 6:00pm to 8:10pm, so that classes can end at 12:45pm on Friday, June 23rd. It is required that you attend all 30 instructional-hour classes during the week. Certificates of completion will be issued at the end of the last class period on Friday, June 23rd.

Please plan your travel and evening events accordingly to ensure that you attend all classes and have time to eat supper at the Institute.

Unfortunately, due to low registration numbers we were unable to offer Entry and Advanced Computers this year. They are planned to be offered next year.

Attendance & Credits -

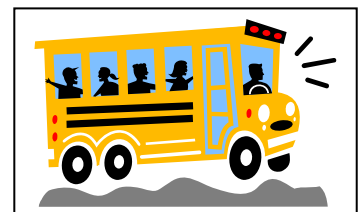
Full attendance and being on time for each class is required during the Institute to receive full credit. Certificates of completion will not be issued for anyone missing a cumulative of more than 3 hours of classes for any reason. Certified SNA members will also receive 30 continuing education hours from SNA.

Transportation -

Transportation to Central Kitchen for all Baking Track participants will arrive at Morrison Commons Circle at 7:30am daily. Participants need to be ready to load the bus at 7:30am. DO NOT BE LATE!!!

Transportation to the Middle School Labs for Track 1 participants will arrive at Morrison Commons Circle at 7:30am and 12:40pm daily. Participants will receive the schedule for their class section at on-site registration.

Transportation back to Morrison Commons Circle will be provided following the end of each class period for each of the classes mentioned above. Each participant will receive their specific transportation schedule at on-site registration.



Additional Activities -

Math Review Session - This is a free session that will be held on **Sunday, June 18th** from **3:00pm-5:00pm** at Augustana College. This session is strongly recommended for those who work with menu planning and food production. There is NO cost to attend this session. If you preregistered for the class, please sign in when you arrive at Registration on Sunday. If you didn't preregister, but would like to take the class, there is still room for a few more people. Registration will be on a first come, first serve basis on-site at Augustana before 3:00pm.

Intro to Computers - This is a free 2-hour class on **Sunday, June 18** from **3-5 pm**. It is for people that have not used computers before and who would like an overview of the very basics of running a computer such as turning on the computer, using a mouse, opening programs and saving data. There is still room for a few more people--please sign up at Sunday registration if interested.

Tap-It Training - Tap-It Training will be available **Thursday, June 22nd** during the lunch hour from **11:45-12:45 pm**. It won't take long, so you can go to the Tap-It Training and then go grab a bite to eat and save standing in line for lunch. It will be upstairs in the Student Street area at the computers.

Evening Tour - **Wednesday, June 21st** there will be a tour of Central Kitchen and Nordica Warehouses. The tour will leave Morrison Commons Circle at 6:00pm and conclude at 9:00pm.

The **Central Kitchen** facility for the Sioux Falls School District prepares

all the meals for the elementary schools, child care centers, Head Start sites, contracted sites, and district catering events. There are 1500 breakfasts, 750 snacks, and 8000 lunches prepared daily from this kitchen. The central kitchen also houses the district bakery. There are about 50 employees at this site in 2 shifts. Currently there are 6 routes traveling the city to drop off food at 26 different sites. The food service center complex houses the kitchen, bakery, dish room, special diet room, warehouse, and truck docks for the program.

Nordica Warehouses - have been the State contracted warehouse since 1979 for the storage of USDA commodities in the National School Lunch Program and other food distribution programs. Nordica has 400,000 square feet of storage space and can easily handle the program's storage needs. Approximately 600,000 pounds of USDA food is shipped every month during the school year for child nutrition and household programs from Nordica.

Scavenger Hunt - new this year. More information will be available at the registration table on Sunday.

Volleyball - **Attention all volleyball players** (skill not required--this is strictly for fun!!) -- a sign-up sheet will be available at registration if you are interested in signing up to play in one of the outdoor volleyball courts. Be sure to bring tennis shoes that you don't care if they get a little sand in them!

On your own activities -

Sioux Falls has lots of fun activities including shopping, Falls Park, and other things. When you register on Sunday, your program booklet will have more information about what is

going on and what there is to do while in town.

Daily Schedule

Sunday, June 18, 2006

- 2:30-5:00pm
On-Site Registration
- 2:30-10:00pm
Dorm Check-In
- 3:00-5:00pm
Math Review Session
- 3:00-5:00pm
Intro to Computers
- 5:00-7:00pm
Supper & Orientation

Monday, June 19, 2006

- 6:30-7:30am
On-Site Registration
- 8:00am
Classes Begin
- 6:00-7:00pm
Track 1 Evening Session

Tuesday, June 20, 2006

- 6:00-8:10pm
Evening Class Session
- 6:00pm
Track 1 ServSafe Exam

Wednesday, June 21, 2006

- 6:00-9:00pm
Evening Tour

Thursday, June 22, 2006

- 6:00-8:00pm
Banquet & Graduation

Friday, June 23, 2006

- 7:00-8:00am
Dorm Check-Out
- 11:00-1:00pm
Dorm Check-Out



What Do I Need To Bring?

Track 1 -

- Participants who are taking the ServSafe exam are required to bring the ServSafe Course book that will be mailed to them.
- Notebook paper for taking notes during class
- A couple of pencils with good erasers
- Highlighter
- Food thermometer
- Calculator
- Apron
- Hair Net
- Recipes from your agency for an entrée, vegetable dish, and a bakery item
- Appropriate clothing - closed toed shoes, work uniform if available, or clothing acceptable for work. **No sandals or tank tops.**

Track 2 -

- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator
- A completed copy of a production record
- Appropriate clothing - dress comfortably, classrooms are air-conditioned, so it is suggested to dress in layers, since some individuals tend to be hot and some tend to be cold.

Track 3 -

- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator
- Hair Net
- Apron
- Food Thermometer
- Appropriate clothing - **closed toed shoes**, work uniform if available, or clothing acceptable for work. No sandals, tank tops, or shorts.

Track 4 -

- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator

Track 5 - Healthier Schools Track

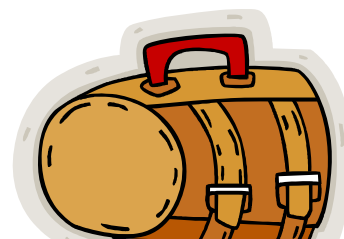
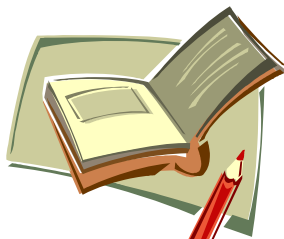
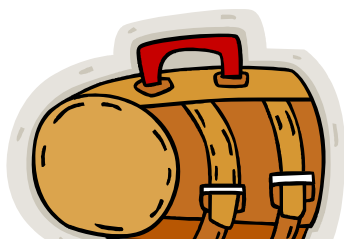
- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator
- **Menus for at least a week**
- Appropriate Clothing - Dress comfortably, classrooms are air-conditioned, so it is suggested to dress in layers, since some individuals tend to be hot and some tend to be cold. **Bring clothes that don't matter if they get glue, paint or marks on them for when you are making bulletin boards on Tuesday evening.**

Baking -

- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator
- Hair Net
- Apron
- Appropriate clothing - **closed toed shoes**, work uniform if available, or clothing acceptable for work. No sandals, tank tops, or shorts.

Thursday Evening Banquet & Graduation -

- Appropriate clothing - some participants choose to wear dress clothes to the banquet. It is your decision how you would like to dress.



Residence Hall Information -

- The front desk at the dorm will be staffed from 6:00am to 2:00am, Monday through Friday. There is also a full time Hall Director living in the building.
- Coin-operated laundry facilities are available for use in the dorm.
- There will be a telephone in each room. Local calls are free. A calling card will be necessary to make long distance calls.
- Emergency messages may be left at the dorm front desk at 605-274-4308 from 6:00am-2:00am, Monday through Friday. After those hours, Campus Safety may be reached at 605-274-4014.
- All mail for Certification Institute participants should be addressed as follows:
Participant's Name
Child Nutrition Program Certification Institute
Augustana College
PO Box 748
Sioux Falls, SD 57197
- NO SMOKING is allowed in any of the buildings on the Augustana Campus. This includes the dorms, classrooms, and Commons buildings. Anyone wishing to smoke may step outside during breaks, etc. to do so.
- NO ALCOHOLIC BEVERAGES are allowed anywhere on the Augustana Campus.



For Questions

Please Contact: Amy Richards or Janelle Peterson
Certification Institute Co-directors
Child & Adult Nutrition Services-DOE
800 Governors Drive
Pierre, SD 57501-2235
Email: amy.richards@state.sd.us or janelle.peterson@state.sd.us
Phone: 605-773-3413
Fax: 605-773-6846

And Justice for all: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

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